

## Example 24

<b>PROCEDURE FOR ENVIRONMENTAL AWARENESS TRAINING</b>	<b>Form 24</b> <b>Completed by:</b> <u>Jeff Miller</u> <b>Date:</b> <u>3/10/00</u>														
<p>Explain the procedure(s) used to provide all personnel at your company with general environmental awareness training.</p>															
<p><b><i>Fort Anywhere Motor Pool</i></b> <b><i>EMS Procedure #10: Environmental Awareness Training</i></b> <b><i>Issue Date: March 10, 2000</i></b></p>															
<p><u><i>I. Purpose</i></u></p> <p><i>To provide a standard procedure to identify and address EMS awareness training needs for company personnel. Implementation of this procedure shall ensure that employees receive general EMS and environmental training. The goal of this procedure is to ensure compliance and improve EMS performance in both regulated and unregulated areas.</i></p>															
<p><u><i>II. Definitions</i></u></p> <p><i>(none).</i></p>															
<p><u><i>III. Supporting Documents</i></u></p> <table><thead><tr><th><u><i>Document Identification</i></u></th><th><u><i>Title</i></u></th></tr></thead><tbody><tr><td><i>Form 3</i></td><td><i>Environmental Policy</i></td></tr><tr><td><i>Form 6</i></td><td><i>Environmental Aspects And Impacts</i></td></tr><tr><td><i>Form 8</i></td><td><i>Legal And Other Requirements</i></td></tr><tr><td><i>Form 13</i></td><td><i>Objectives And Targets</i></td></tr><tr><td><i>Form 21</i></td><td><i>Organizational Responsibilities</i></td></tr><tr><td><i>Form 22</i></td><td><i>Organizational Chart And Structure</i></td></tr></tbody></table>		<u><i>Document Identification</i></u>	<u><i>Title</i></u>	<i>Form 3</i>	<i>Environmental Policy</i>	<i>Form 6</i>	<i>Environmental Aspects And Impacts</i>	<i>Form 8</i>	<i>Legal And Other Requirements</i>	<i>Form 13</i>	<i>Objectives And Targets</i>	<i>Form 21</i>	<i>Organizational Responsibilities</i>	<i>Form 22</i>	<i>Organizational Chart And Structure</i>
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<p><u><i>IV. Procedure</i></u></p> <ol style="list-style-type: none"><li><i>1. The EMS Representative with assistance from the EMS Coordinator will prepare the environmental awareness training program for the company employees and ensure the training materials are updated as required.</i></li><li><i>2. The EMS Coordinator will ensure the company employees attend the appropriate awareness training session.</i></li><li><i>3. The EMS Coordinator will document the training in each employee's personnel file and company records. The training documentation will include objective(s) of training, instructor, attendance of employees, course length, and date.</i></li></ol>															